

Wartburg College
Student Employment & International Students
Eligibility & SSN Application Process

Eligibility for Student Employment

- Must have a F-1 Visa with authorization to work in the United States.
- Must complete required student employment forms and present IDs to the Student Employment Office. (This is typically done during orientation.)
- Must be enrolled as a full-time student at Wartburg College for a minimum of 3 credit hours per term (excluding May Term and the summer).
- Must show satisfactory academic progress towards the completion of a degree.
- Must apply, acquire, and work in a qualifying job that is on-campus and in which Wartburg College is the employer.
- Must not exceed 20 hours per week while classes are in session nor 40 hours per week during breaks and the summer.
- Must cease working on-campus upon the cessation of enrollment (i.e. withdrawal, graduation, etc.).

Not complying with these guidelines for on-campus employment may be a violation of status that could result in the F-1 student having to leave the United States.

Application for Social Security Number (SSN)

1. Employment Verification

Upon acquiring a qualifying on-campus job, completing the required employment paperwork, and a supervisor submitting paperwork indicating that a F-1 student has been hired to work in a specific position, the Student Employment Office will draft an employment verification letter verifying on-campus employment, a requirement for all international student SSN applicants. This letter will be provided to the Director of International Student Programs.

2. Transportation Arrangements

F-1 students will need to make arrangements with the Director of International Student Programs for transportation to the Social Security Administration (SSA) Office to apply for a SSN in person. The nearest SSA Office is located in Waterloo.

3. Gather Documents & Travel to The Social Security Administration Office

The employment verification letter, I-20 or DS-2019, I-94, passport, and F-1 visa are documents required to apply for a SSN. All documents must be unexpired. Keep these documents safe.

It is important to go to the SSA Office when scheduled to acquire a SSN in a timely manner. If a F-1 student is unable to go to the SSA Office for an unexpected reason, he/she should promptly notify the Director of International Student Programs to make future arrangements.

4. Check On-Campus Mailbox Regularly

Social security cards are mailed directly to students via their on-campus mailboxes. They often arrive approximately two weeks after a visit to the SSA Office and will be sealed in a discrete envelope. If there is a delay in processing a SSN due to an infraction with a student application and/or documents, the SSA Office will be in contact with the student via mail as well.

5. *Present Social Security Card to Student Employment Office*

Immediately upon receiving a social security card in the mail, students must present it to the Student Employment Office. The Student Employment Office will need to document a student's SSN for their employment records to later issue a W-2. A W-2 can then be used by a student to file employment taxes at year-end and potentially have employment taxes that were withheld from wages refunded to him/her.